Welfare Assistance
'How to Complete the FASSR'

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JANUARY 18, 2017
JANUARY 25, 2017
JANUARY 27, 2017

Learning Objectives

- **Background & History**
- **Overview of the FASSR**
- **Data Section of FASSR**
  - **Program Components**
  - **Actual Persons Served**
  - **Expenditures**
- **Narrative Section of FASSR**

Background & History

Welfare Assistance = Financial Assistance and Social Services

- In the Budget its called: Welfare Assistance (Greenbook/Appropriations Bill)
  - A0H91 – Functional Area for Welfare Assistance
- In the Regulations its called: Financial Assistance and Social Services Programs (25 CFR Part 20) & refers to both financial and non-financial services

WELFARE ASSISTANCE IS A SAFETY NET PROGRAM:

- It is only used when comparable financial assistance or social services are either not available or not provided by state, tribal, county, local or other federal agencies
- It is a secondary or residual resource, and **MUST NOT** be used to supplement or supplant other programs
- It is **subject to annual appropriations by Congress**

WHAT DOES THIS MEAN?

- It's a critical program to Indian Country.
- It serves the most needy in Indian Country. It is the final program that many American Indian and Alaska Natives (AI/AN) can turn to for assistance.

BIA Welfare Assistance Program

Includes Financial Assistance Components

- General Assistance, Adult Care Assistance and Child Assistance are the primary forms of financial assistance, which are available when not provided by other federal, state, local or tribal sources, or where the individual is not eligible for those services.
- Burial assistance and emergency assistance are available in accordance with regulations as one-time funding sources.

Includes Non-Financial Assistance Components - Services to Children, Elderly, and Families

- Child Protection and Adult Protection (depends on jurisdiction & tribal or state codes)/ Child Welfare
- Social Services to children, elderly and families; assist in daily functioning, address problems, provide referrals & prevent placement.
- Supervised Individual Indian Money (IIM) accounts - protects individual Indians (with special needs) financial resources

Take Away: Your Tribe may or may not operate all these programs & may operate these program through various methods

Method of Delivery for Welfare Assistance

There are FOUR ways in which each Tribe or Agency operates the Welfare Assistance Program:

1. Through direct-service, operated by a BIA Agency (BIA)
2. Through an Indian Self-Determination and Education Assistance Act (ISDEAA) Title I Contract (638)
3. Through an ISDEAA Self Governance Funding Agreement (OSG)
4. GA through an approved Public Law 102-477 Plan – either under a 638 Contract or Self-Governance Funding Agreement (638-477 or OSG-477)

Take Away: Your Tribal community may operate the programs through various methods depending on the types of Welfare Assistance programs .

Method of Delivery for Welfare Assistance

Why is knowing this Method of Delivery important?

- It identifies how the tribe or agency is operating its program
- It identifies which office you should submit your FASSR to & who is responsible for certifying it for the gov.
- It identifies who will award the Tribe or Agency the funding

	SUBMIT FASSR		
How do you operate your program?	Region	OSG	DWD (477)
Direct Service (BIA)	X		
Pub. Law 93-638 (638)	X		
OSG including P.L. 102-477 (OSG or OSG-477)		X	
Pub. Law 93-638 with P.L. 102-477 Plan for GA (638-477)			X

	$$ RECEIVE FUNDING $$		
How do you operate your program?	Region	OSG	DWD (477)
Direct Service (BIA)	X		
Pub. Law 93-638 (638)	X		
OSG including P.L. 102-477 (OSG or OSG-477)		X	
Pub. Law 93-638 with P.L. 102-477 Plan for GA (638-477)			X

Method of Delivery for Welfare Assistance

Tribes can have a combination of these 4-types of delivery methods for the different Welfare Assistance program components.

WHAT DOES THIS MEAN?

- Tribe A: Tribe A has a Self-Governance – Funding Agreement in place to operate Child Assistance and Burial Assistance, in addition to operating General Assistance under an approved P.L. 102-477 Plan. In this scenario – although GA is operated through an approved P.L. 102-477 plan
  - FASSR: The Tribe submits one report to the Office of Self-Governance. (OSG-477)

- Tribe B operates the CPS and Child Welfare program (Child Assistance program) through a Pub. Law 93-638-Contract; Operates GA under an approved P.L. 102-477 Plan and the BIA Agency provides direct-services for all the other Welfare Assistance program components (Burial Assistance, Emergency Assistance).
  - Three Reports should be submitted:
  - FASSR #1: The Tribe would submit the FASSR for the CPS and Child Assistance components. Submit to the Regional Office. (638)
  - FASSR#2: The BIA-Agency would submit the FASSR for the BA, EA, and ACA. Submit to the Regional office. (BIA)
  - FASSR#3: The Tribe's employment and training program would submit a FASSR for GA-only to the 477 Office (638-477)

Take Away: The Method of Delivery impacts how many FASSR Reports must be submitted and how the Tribe will receive its funding

Overview of the Methodology

- The methodology is used nationally.
  - The BIA distributes welfare assistance funding each year to Tribes and BIA Agencies based on the approved methodology.
  - Approximately 270 Tribal and Agency programs
  - Outlines the information the BIA uses in order to determine funding levels
  - A method for distributing funds that treats all Tribes and Agencies fairly & equitably;
  - To facilitate a fair and equitable treatment of potential recipients of welfare assistance funds;
  - To address shortfalls in funding; and,
  - To avoid the shutdown of one or more welfare assistance programs.
- Funds must be awarded in accordance with a Tribe's self-determination contract or self-governance funding agreement.
- Outlined in Part 70, Chapter 3 of the Indian Affairs Manual (70 IAM 3) - https://www.bia.gov/cs/groups/webteam/documents/document/idc2-055217.pdf

BIA, Financial Assistance and Social Services Report (FASSR)

The FASSR is:

- Required for the welfare assistance program;
- Is used to determine the amount of welfare assistance funding to distribute to Tribes and BIA agencies each FY/Calendar Year (CY); and,
- It is also used to prepare and submit a Request for Additional Funds (RAF).
- It is used to calculate Estimated Need & Actual Need & carryover adjustments

Why do we use the FASSRs for the methodology?

- History is our best predictor of future needs
- It's a consistent and standard process for all Tribes and BIA agencies
- It helps to ensure a more fair & equitable process in the distribution of funding
- The data comes from the Tribe and BIA Agency - Actual Data not Projected or Estimated
- Each Tribe and Agency reports its Actual Expenditures (**NEED**) which is then the basis for how funding is distributed to the Tribe or Agency
- This process aligns more closely with the policy on Self-Determination and Self-Governance

A Major Assumption of the Methodology

- For the current operating year (2017), the Methodology assumes a Tribe or Agency will expend at or below what the Tribe or Agency spent in the previous operating years.

- It means the BIA will only fund a Tribe or Agency in 2017, at the very most what the Tribe or Agency reported for expenditures in the 2016 FASSR.

Take Away:

- The FASSR is the REPORT the BIA uses to determine how much funding each Tribe and BIA agency will receive each Fiscal Year
- It is imperative the Report is 100% correct and reflects the Tribe's Actual - Expenditures; Available Funding; and Carryover/Shortfall

Why is the FASSR important to you?

- The information **YOU** provide & certify in the FASSR is the basis for the Welfare Assistance Funding Distribution Methodology.
- It allows Tribes and BIA Agencies to anticipate its level of funding
- The data in the report is used to determine the level of funding your Tribe, Agency, or Program will receive **during the current and beginning of the next fiscal year.**
  - **The more accurate & reliable your data is; the more fair & equitable the distribution will be nationwide.**
- The BIA has to demonstrate the importance of the Welfare Assistance program to other Federal Entities such as Congress, AS-IA /BIA Management, and OMB (those who control the funds).
- The BIA utilizes the information gathered in the FASSR to show the increasing need for Welfare Assistance across Indian Country.
- If one Tribe or Agency doesn't submit a report it is not only detrimental to their own program, but it can also impact ALL other Tribes and Agencies receiving Welfare Assistance.

Overview of the FASSR

The FASSR has contains Two Sections – the Data Section and Narrative Section. Each section collects different types of data for each financial assistance and non-financial assistance program.

1). THE DATA SECTION: This section is used to collect quantitative data- which is numerical data. This section collects financial data including actual person served, expenditures, amount allocated, and surplus or deficit data.

2). THE NARRATIVE SECTION: This section collects qualitative data – more descriptive data. This is the section where YOU get to describe your program in-depth & provide the "STORY" to the numbers. The How, What, Where, When, and Whys.

Take Away: The Method of Delivery impacts how many FASSR Reports must be submitted and how the Tribe will receive its funding

To locate a copy of the FASSR

- Visit our BIA Website:
- Easiest way to find the correct BIA webpage is to type in “BIA Direct Assistance” in google and it’ll give you the link to the following webpage:

Website:

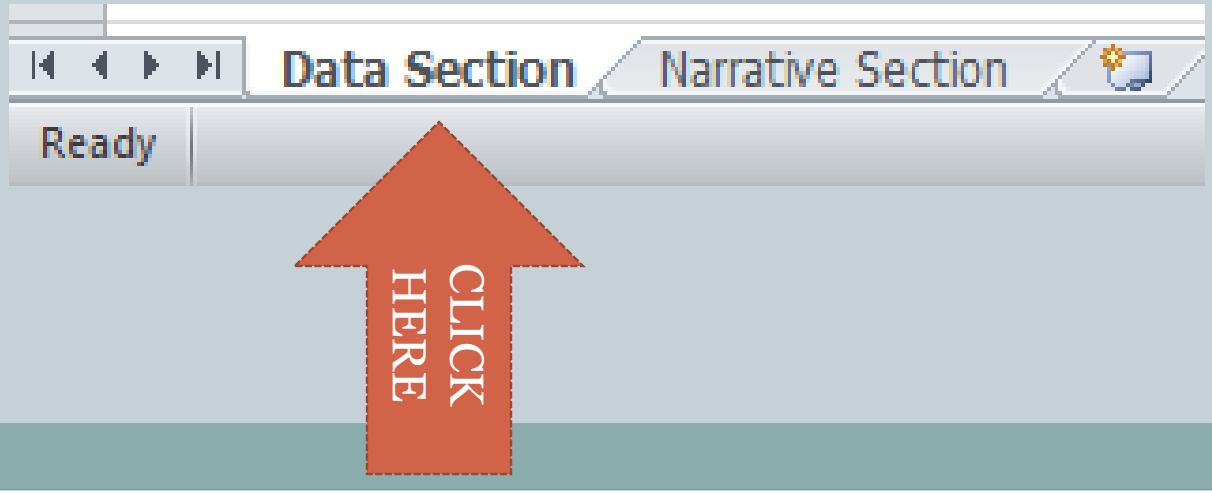
https://www.bia.gov/WhoWeAre/BIA/OIS/HumanServices/DAP/index.htm

Data Section of the FASSR

- These sections are separated in the Excel Spreadsheet – each are a Worksheet– see diagram below.
- To open the Data Section, click on "Data Section" Tab at the bottom of the Report
- **Design:** Both sections of the report – the DATA section and NARRATIVE section **must both be submitted** in order for the report to be considered "complete." *Both sections are dependent upon the other.*

STEP 1

Click on the Data Tab to open the Data Section of the Form



Data Section of the FASSR

Enter [FY/CY]	Type in [Reporting Year]	BIA Financial Assistance and Social Services Report (FASSR)											
Type Name of Tribe Here		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
638 OSG BIA 477		ACTUAL/PROJECTED Month-Month-Month		ACTUAL/PROJECTED Month-Month-Month		ACTUAL/PROJECTED Month-Month-Month		ACTUAL/PROJECTED Month-Month-Month					
A		B	D	E	G	H	J	K	M	N	P	Q	R
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit
Child Assistance	Foster Care		-		-		-		-	-	-	-	-
Child Assistance	Residential Care		-		-		-		-	-	-	-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Special Needs		-		-		-		-	-	-	-	-
Child Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Residential Care (Group Home)		-		-		-		-	-	-	-	-
General Assistance	Total Person Served	-	-	-	-	-	-	-	-	-	-	-	-
General Assistance	Employable									-			
General Assistance	Unemployable									-			
General Assistance	# of ISPs Plans									-			
General Assistance	# of ISP Goals Completed									-			
General Assistance	Applications Approved									-			
General Assistance	Applications Disapproved									-			
Burial Assistance	Burial Assistance		-		-		-		-	-	-	-	-
Emergency Assistance	Emergency Assistance		-		-		-		-	-	-	-	-
IIM Accounts	Services									-			
IIM Accounts	Distribution Plans Processed									-			
Service - Only	Child Protection Services									-			
Service - Only	Adult Protection Services									-			
Service - Only	Child and Family Services									-			
Service - Only	Domestic Violence Services									-			
TOTAL:		-	-	-	-	-	-	-	-	-	-	-	-

638 Tribe/BIA Agency Program Certification (Only)		OSG or 477 Program Certification (Only)	
TRIBE/AGENCY (Insert name/Title):	DATE:	TRIBAL OFFICIAL: NAME/ TITLE OF CERTIFYING OFFICIAL	DATE:
BIA AGENCY SUPERINTENDENT (Certify)	DATE:	OFFICE OF SELF GOVERNANCE or OIS, DIVISION OF WORKFORCE DEVELOPMENT (Certify)	DATE:
REGIONAL SOCIAL WORKER (Certify)	DATE:		

Data Section | Narrative Section

Data Section
What information is collected & how is it collected?

Enter [FY/CY]	Type in [Reporting Year]	BIA Financial Assistance and Social Services Report (FASSR)											
Type Name of Tribe Here		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
638 OSG BIA 477		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED					
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month					
A		B	D	E	G	H	J	K	M	N	P	Q	R
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit

- Information is reported either:
  - On a FISCAL YEAR or CALENDAR YEAR
  - QUARTERLY
  - MONTHS should correspond to FY Or CY
  - For the 2016 FASSR: The data must be ACTUAL data including ACTUAL persons served and the TOTAL ACTUAL expenditures for each quarter (if applicable), for each Welfare Assistance program component.
  - For the 2017 RAF FASSR: The data will be a combination of both ACTUAL and PROJECTED – minimally must have four months of ACTUAL Data

Data Section
What information is collected & how is it collected?

Enter [FY/CY]	Type in [Reporting Year]		BIA Financial Assistance and Social Services Report (FASSR)									
Type Name of Tribe Here	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
638 OSG BIA 477	ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED					
	Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month					
A	B	D	E	G	H	J	K	M	N	P	Q	R
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit

FOR THE 2016 FASSR:

- **Column P: Expenditures** = Basis for Calculating Actual Need for 2017 (See 70 IAM 3)
- **Column Q: Available Amount/ Amount Allocated** = Sum of: Total 2016 Funding + any Carryover from 2015 into 2016 as reported on 2015 FASSR, Column R
  - This amount should reflect the "Actual Amount of Funding the Tribe or Agency has available to spend in FY/ CY 2016"
- **Column R: Carryover:** Carryover funding the Tribe/Agency had available to operate on at the beginning of 2017 – this funding is "available" to the Tribe & will be counted in the Methodology
- **Column R: Deficit:** Shortfall in Funding the Tribe faced in the 2016 Operating Year

Data Section
What information is collected?

Program Component	
Child Assistance	Foster Care
Child Assistance	Residential Care
Child Assistance	Adoption Subsidy
Child Assistance	Guardianship Subsidy
Child Assistance	Special Needs
Child Assistance	Homemaker Services
Adult Care Assistance	Homemaker Services
Adult Care Assistance	Residential Care (Group Home)
General Assistance	Total Person Served
General Assistance	Employable
General Assistance	Unemployable
General Assistance	# of ISPs Plans
General Assistance	# of ISP Goals Completed
General Assistance	Applications Approved
General Assistance	Applications Disapproved
Burial Assistance	Burial Assistance
Emergency Assistance	Emergency Assistance

The Report is used to collect information on the Financial Assistance and Social Services program components.

- The Financial Assistance Program Components include, Child Assistance, Adult Care Assistance, General Assistance, Burial Assistance, and Emergency Assistance.

- The Non-Financial Assistance Program components include, IIM Accounts, and Services Only, including Child Protection, Adult Protection, Child and Family Services, and Domestic Violence Services.

IIM Accounts	Services
IIM Accounts	Distribution Plans Processed
Service - Only	Child Protection Services
Service - Only	Adult Protection Services
Service - Only	Child and Family Services
Service - Only	Domestic Violence Services

Data Section of the FASSR

Enter [FY/CY]	Type in [Reporting Year]	BIA Financial Assistance and Social Services Report (F							
Type Name of Tribe Here		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
638 OSG BIA 477		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
A		B	D	E	G	H	J	K	M
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditur
Child Assistance	Foster Care								
Child Assistance	Residential Care								
Child Assistance	Adoption Subsidy								
Child Assistance	Guardianship Subsidy								
Child Assistance	Special Needs								
Child Assistance	Homemaker Services								
Adult Care Assistance	Homemaker Services								
Adult Care Assistance	Residential Care (Group Home)		-		-		-		
General Assistance	Total Person Served	-	-	-	-	-	-	-	
General Assistance	Employable								
General Assistance	Unemployable								
General Assistance	# of ISPs Plans								
General Assistance	# of ISP Goals Completed								
General Assistance	Applications Approved								
General Assistance	Applications Disapproved								
Burial Assistance	Burial Assistance								

Child Assistance

Foster Care: is the actual number of persons and actual expenditures for services provided to eligible children who have been removed from their home due to neglect, abandonment, abuse or other maltreatment and have been placed in a foster home. Services also include those extended to the affected family members and foster parent(s) with a goal of reuniting and preserving the family.

Definitions for each Reporting Area can be found in the Report by scrolling over the comment – red dot in corner of cell

Program Component		Actual Persons Served
Child Assistance	Foster Care	
Child Assistance	Residential Care	
Child Assistance	Adoption Subsidy	
Child Assistance	Guardianship Subsidy	
Child Assistance	Special Needs	
Child Assistance	Homemaker Services	
Adult Care Assistance	Homemaker Services	
Adult Care Assistance	Residential Care (Group Home)	

Data Section of the FASSR

STEP 2

Identify the Type of Operating Year your Tribe Operates on – its either *FISCAL* **OR** *CALENDAR*

	Enter [FY/CY]	Type in [Reporting Year]	BIA Financial Assistance and Social Services Report (FA					
Type Name of Tribe Here	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
638 OSG BIA 477	ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
	Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
A	B	D	E	G	H	J	K	M
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures
Child Assistance Foster Care		-		-		-		-
Child Assistance Residential Care		-		-		-		-
Child Assistance Adoption Subsidy		-		-		-		-

	FY 2016	BIA Financial Assistance and Social Services Report (FASSR)											
Type Name of Tribe Here	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
638 OSG BIA 477	ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED					
	Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month					
A	B	D	E	G	H	J	K	M	N	P	Q	R
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit
Child Assistance Foster Care		-		-		-		-	-	-	-	-
Child Assistance Residential Care		-		-		-		-	-	-	-	-
Child Assistance Adoption Subsidy		-		-		-		-	-	-	-	-
Child Assistance Guardianship Subsidy		-		-		-		-	-	-	-	-
Child Assistance Special Needs		-		-		-		-	-	-	-	-
Child Assistance Homemaker Services		-		-		-		-	-	-	-	-

Data Section of the FASSR

STEP 3

Type HERE

Type the Name of your Tribe or Program

FY 2016			BIA Financial Assistance and Social Services Report (FA					
Type Name of Tribe Here	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
638 OSG BIA 477	ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
	Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
A	B	D	E	G	H	J	K	M
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures
Child Assistance Foster Care		-		-		-		-
Child Assistance Residential Care		-		-		-		-
Child Assistance Adoption Subsidy		-		-		-		-
Child Assistance Guardianship Subsidy		-		-		-		-
Child Assistance Special Needs		-		-		-		-
Child Assistance Homemaker Services		-		-		-		-

FY 2016			BIA Financial Assistance and Social Services Report (FAS					
Tribe A	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
638 OSG BIA 477	ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
	Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
A	B	D	E	G	H	J	K	M
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures
Child Assistance Foster Care		-		-		-		-
Child Assistance Residential Care		-		-		-		-
Child Assistance Adoption Subsidy		-		-		-		-
Child Assistance Guardianship Subsidy		-		-		-		-
Child Assistance Special Needs		-		-		-		-

Data Section of the FASSR

STEP 4

Identify the Method of Delivery that the FASS programs are operated through – it will be either OSG, BIA, 638 AND/OR 477

Type HERE

FY 2016		BIA Financial Assistance and Social Services Report (FA							
Type Name of Tribe Here		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
638 OSG BIA 477		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
A		B	D	E	G	H	J	K	M
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures
Child Assistance	Foster Care		-		-		-		-
Child Assistance	Residential Care		-		-		-		-
Child Assistance	Adoption Subsidy		-		-		-		-
Child Assistance	Guardianship Subsidy		-		-		-		-
Child Assistance	Special Needs		-		-		-		-
Child Assistance	Homemaker Services		-		-		-		-

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)									
Tribe A		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END	
OSG - 477		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED			
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month			
A		B	D	E	G	H	J	K	M	N	P
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expend (Sum of Quart
Child Assistance	Foster Care		-		-		-		-	-	
Child Assistance	Residential Care		-		-		-		-	-	
Child Assistance	Adoption Subsidy		-		-		-		-	-	
Child Assistance	Guardianship Subsidy		-		-		-		-	-	
Child Assistance	Special Needs		-		-		-		-	-	
Child Assistance	Homemaker Services		-		-		-		-	-	

Data Section of the FASSR

STEP 5

Identify whether the data is Actual or Projected.
2016 FASSR – ACTUAL
2017 FASSR RAF – ACTUAL & PROJECTED

Type HERE

FY 2016		BIA Financial Assistance and Social Services Report (FA							
		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
A		B	D	E	G	H	J	K	M
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures
Child Assistance	Foster Care		-		-		-		-
Child Assistance	Residential Care		-		-		-		-
Child Assistance	Adoption Subsidy		-		-		-		-
Child Assistance	Guardianship Subsidy		-		-		-		-
Child Assistance	Special Needs		-		-		-		-
Child Assistance	Homemaker Services		-		-		-		-

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)								
Tribe A		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		
OSG - 477		ACTUAL		ACTUAL		ACTUAL		ACTUAL		
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month		
A		B	D	E	G	H	J	K	M	N
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served
Child Assistance	Foster Care		-		-		-		-	-
Child Assistance	Residential Care		-		-		-		-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-
Child Assistance	Special Needs		-		-		-		-	-

Data Section of the FASSR

STEP 6

Fill in the Months that Correspond with the Operating Year

Type HERE

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)							
Type Name of Tribe Here		FIRST QUARTER						FOURTH QUARTER	
		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED		ACTUAL/PROJECTED	
		Month-Month-Month		Month-Month-Month		Month-Month-Month		Month-Month-Month	
		B	D	F	G	H	I	K	M	N
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served
Child Assistance	Foster Care		-		-		-		-	-
Child Assistance	Residential Care		-		-		-		-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-
Child Assistance	Special Needs		-		-		-		-	-
Child Assistance	Homemaker Services		-		-		-		-	-

Note: Tribes not operating in Tribal Self-Governance who operate their GA under an approved P.L. 102-477 Plan in an operating year that does not coincide with the FY or CY – will report on a Fiscal Year

FY 2016			BIA Financial Assistance and Social Services Report (FAS					
Tribe A	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
OSG - 477	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	Oct-Nov-Dec		Jan-Feb-March		April-May-June		July-Aug-Sept	
A	B	D	F	G	H	J	K	M
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures

CY 2016			BIA Financial Assistance and Social Services Report (FAS					
Tribe A	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
OSG - 477	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	Jan-Feb-March		April-May-June		July-Aug-Sept		Oct-Nov-Dec	
A	B	D	F	G	H	J	K	M
Program Component	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures

Data Section of the FASSR

ACTUAL PERSONS SERVED

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)											
Tribe A		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
OSG - 477		ACTUAL Oct-Nov-Dec		ACTUAL Jan-Feb-March		ACTUAL April-May-June		ACTUAL July-Aug-Sept					
A		B	D	F	G	H	J	K	M	N	P	Q	R
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit
Child Assistance	Foster Care	-	-		-		-		-	-	-	-	-
Child Assistance	Residential Care		-		-		-		-	-	-	-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Special Needs		-		-		-		-	-	-	-	-
Child Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Residential Care (Group Home)		-		-		-		-	-	-	-	-
General Assistance	Total Person Served	-	-	-	-	-	-	-	-	-	-	-	-
General Assistance	Employable									-			
General Assistance	Unemployable									-			
General Assistance	# of ISPs Plans									-			
General Assistance	# of ISP Goals Completed									-			
General Assistance	Applications Approved									-			
General Assistance	Applications Disapproved									-			
Burial Assistance	Burial Assistance		-		-		-		-	-	-	-	-
Emergency Assistance	Emergency Assistance		-		-		-		-	-	-	-	-
IIM Accounts	Services									-			
IIM Accounts	Distribution Plans Processed									-			
Service - Only	Child Protection Services									-			
Service - Only	Adult Protection Services									-			
Service - Only	Child and Family Services									-			
Service - Only	Domestic Violence Services									-			
TOTAL		-	-	-	-	-	-	-	-	-	-	-	-

Data Section of the FASSR

ACTUAL PERSONS SERVED

CY 2016			
Tribe A		FIRST QUARTER	
OSG - 477		ACTUAL	
		Oct-Nov-Dec	
A		B	D
Program Component		Actual Persons Served	Expenditures
Child Assistance	Foster Care		-
Child Assistance	Residential Care		-
Child Assistance	Adoption Subsidy		-
Child Assistance	Guardianship Subsidy		-
Child Assistance	Special Needs		-
Child Assistance	Homemaker Services		-

Data Section of the FASSR

ACTUAL PERSONS SERVED & EXPENDITURES

How to Count Child Assistance and Adult Care Assistance Actual Persons Served

- Count the Child or Adult in each Month he/she is provided Services with BIA, Child Assistance Funding or Adult Care Assistance for each Category

How to Count Child Assistance or Adult Care Assistance Quarterly Expenditures

- Count the Total Amount paid in Services to the Vendor

Case Scenario 1: You have 4 children in Foster care in Quarter 1 of the 2016 Fiscal Year. (See Table Below). For each month a Child is in care, you would count them 1 time and add the total amount paid for that child. In the scenario below all 4 children were served in the months of October, November and December at the costs identified below.

FYQTR	MONTH	Child 1	Child 2	Child 3	Child 4	TOTAL MONTHLY EXPENDITURES	ACTUAL PERSONS SERVED
Q1	October	650.00	650.00	350.00	824.56	2,474.56	4
	November	650.00	650.00	349.50	835.00	2,484.50	4
	December	650.00	650.00	349.50	360.00	2,009.50	4
Q1 TOTAL:		1,950.00	1,950.00	1,049.00	2,019.56	6,968.56	12

Data Section of the FASSR

FYQTR	MONTH	Child 1	Child 2	Child 3	Child 4	TOTAL MONTHLY EXPENDITURES	ACTUAL PERSONS SERVED
Q1	October	650.00	650.00	350.00	824.56	2,474.56	4
	November	650.00	650.00	349.50	835.00	2,484.50	4
	December	650.00	650.00	349.50	360.00	[illegible]	[illegible]
	Q1 TOTAL:	1,950.00	1,950.00	1,049.00	2,019.56	6,968.56	12

FY 2016			
Tribe A		FIRST QUARTER	
OSG - 477		ACTUAL	
		Oct-Nov-Dec	
A		B	D
Program Component		Actual Persons Served	Expenditures
Child Assistance	Foster Care	12	6,968.56
Child Assistance	Residential Care		-
Child Assistance	Adoption Subsidy		-
Child Assistance	Guardianship Subsidy		-
Child Assistance	Special Needs		-
Child Assistance	Homemaker Services		-

Data Section of the FASSR

ACTUAL PERSONS SERVED & EXPENDITURES

How to Count General Assistance Actual persons Served

- Count the Household Size used to Determine Monthly Payment Standard
- Count the Check Amount

Case Scenario 1: An Unemployable client with a household size of one receives General Assistance for the months of October, November, and December at a rate of $100 per month. You would count that person a total of three times, once for each month for Quarter 1 at a total cost of $300. (See Below)

Case Scenario 2: An Employable client with a household of two receives General Assistance for the months of November and December at the monthly standard rate of $250 per month. You would count the total household of 2 for each month in Quarter 1 for a total served of 4 at a total cost of $500. (See below)

FISCAL YEAR				
	FIRST QUARTER			
Month:	**October**	**November**	**December**	**Q1 Total**
***Unemployable* Case 1**	1	1	1	**3**
Cost:	**$100**	**$100**	**$100**	**$300**
***Employable* Case 2**	0	2	2	**4**
Cost:	**0**	**$250**	**$250**	**$500**

Total Actual Persons Served: 7
Total Expenditures: $800

Based on this scenario, you would have served a total of 7 General Assistance clients in Quarter 1: 3-Unemployable & 4-Employable, for a total of 7 Actual Person Served, at a total cost of $800

Data Section of the FASSR

General Assistance

FISCAL YEAR				
	FIRST QUARTER			
Month:	**October**	**November**	**December**	**Q1 Total**
***Unemployable* Case 1**	1	1	1	**3**
Cost:	**$100**	**$100**	**$100**	**$300**
***Employable* Case 2**	0	2	2	**4**
Cost:	**0**	**$250**	**$250**	**$500**

General Assistance	Total Person Served	7	800.00
General Assistance	Employable	4	
General Assistance	Unemployable	3	

Data Section of the FASSR

General Assistance

An ISP per 25 CFR part §20.100 is a plan designed to meet the goal of employment through specific action steps and is incorporated within the case plan for a general assistance recipient. The plan is jointly developed by the recipient and the social worker.

In Columns B, E, H, and K, report the actual number of General Assistance recipients with an ISP in each quarter. The total number of ISPs should coincide with the total number of employable General Assistance recipients, not Household. In Column N, report the total actual number of General Assistance recipients with an ISP for the program year.

An Employable client with a household of two receives General Assistance for the months of November and December at the monthly standard rate of $250 per month. You would develop an ISP for the Head(s) of Household. You would count the Head of Household once in the Quarter he/she receives General Assistance. If you have two ISPs – one for the husband and one for the wife, then you would count two # of ISP plans for Q1. (This is non-duplicative counting)

General Assistance	Total Person Served	7	800.00
General Assistance	Employable	4	
General Assistance	Unemployable	3	
General Assistance	# of ISPs Plans	2	

Data Section of the FASSR

General Assistance

Row 22, Number of Individual Self Sufficiency Plans (ISP) Goals Completed: is the number of GA clients who completed the goals in their ISP. (GPRA Measure 1811 – General Assistance). Your GPRA numbers should match up with this section of the Report.
Note: Goals Completed should never be larger than # of ISP Plans - Of that total ISPs reported above how many clients have met their goals in the ISP

Row 23, Applications Approved: means the actual number of general assistance applicants approved for service and who have begun receiving financial assistance. (NEW APPLICATIONS FOR SERVICES).

Row 24 Applications Disapproved: means the actual number of general assistance applicants determined not eligible for social services or financial assistance.

General Assistance	Total Person Served	7	800.00
General Assistance	Employable	4	
General Assistance	Unemployable	3	
General Assistance	# of ISPs Plans	2	
General Assistance	# of ISP Goals Completed	1	
General Assistance	Applications Approved	2	
General Assistance	Applications Disapproved	-	

Data Section of the FASSR

Burial Assistance & Emergency Assistance

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)											
Tribe A		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
OSG - 477		ACTUAL		ACTUAL		ACTUAL		ACTUAL					
		Oct-Nov-Dec		Jan-Feb-March		April-May-June		July-Aug-Sept					
A		B	D	E	G	H	J	K	M	N	P	Q	R
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit
Child Assistance	Foster Care	-	-		-		-		-	-	-	-	-
Child Assistance	Residential Care		-		-		-		-	-	-	-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Special Needs		-		-		-		-	-	-	-	-
Child Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Residential Care (Group Home)		-		-		-		-	-	-	-	-
General Assistance	Total Person Served	-	-	-	-	-	-	-	-	-	-	-	-
General Assistance	Employable									-			
General Assistance	Unemployable									-			
General Assistance	# of ISPs Plans									-			
General Assistance	# of ISP Goals Completed									-			
General Assistance	Applications Approved									-			
General Assistance	Applications Disapproved									-			
Burial Assistance	Burial Assistance		-		-		-		-	-	-	-	-
Emergency Assistance	Emergency Assistance		-		-		-		-	-	-	-	-
IIM Accounts	Services									-			
IIM Accounts	Distribution Plans Processed									-			
Service - Only	Child Protection Services									-			
Service - Only	Adult Protection Services									-			
Service - Only	Child and Family Services									-			
Service - Only	Domestic Violence Services									-			
TOTAL:		-	-	-	-	-	-	-	-	-	-	-	-

Data Section of the FASSR

Burial Assistance & Emergency Assistance

Row 25) Burial Assistance

Report the actual number of persons served and total expenditures for financial assistance payments made on behalf of indigent Indians who meet the eligibility criteria to receive funds for minimum burial expenses. Payments shall not exceed standards of payment established by the Assistant Secretary-Indian Affairs.

- Current Burial Rate established by AS-IA is $2,500

How to Count Burial Assistance Actual persons Served

- Count the Actual Number of People provided Burial Assistance
- This number should reflect "ACTUAL" amounts, it should not be duplicative, meaning the Year-End Total should equal Total Burials supported with Burial Assistance for the Operating Year
  - For example: 1 Burial = 1 Person

How to count Burial Assistance Expenditures

- Count the Check Amount Paid to the Vendor(s)
  - For example: If October you paid $2,400 for Burial Expenses and then $100 to a Local Vendor for Wake Expenses for a Tribal member – you would still report $2,500, but only report 1 person served for that month.

Burial Assistance	1	2,500

Data Section of the FASSR

Burial Assistance & Emergency Assistance

Row 26) Emergency Assistance

Report the actual number of persons served and total expenditures due to forces beyond their control that caused loss or damage of personal possessions as specified in §20.329; such as damage due to burnout, flooding of homes, or other natural disasters.

- Payments shall not exceed the rates established by the Assistant Secretary-Indian Affairs.
- Current Emergency Assistance Rate established by AS-IA is $1,000 (Cannot exceed $1,000)

How to Count Emergency Assistance Actual persons Served & Expenditures

- Count the Actual Number of Family members Served with the Emergency Assistance payment
  - For example, a family of 5 would receive the same amount of Emergency Assistance as a family of 2, thus count the Household Size

Emergency Assistance	5	1,000.

Data Section of the FASSR

Non-Financial Assistance Programs

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)											
Tribe A		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
OSG - 477		ACTUAL		ACTUAL		ACTUAL		ACTUAL					
		Oct-Nov-Dec		Jan-Feb-March		April-May-June		July-Aug-Sept					
A		B	D	E	G	H	J	K	M	N	P	Q	R
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit
Child Assistance	Foster Care	-	-		-		-		-	-	-	-	-
Child Assistance	Residential Care		-		-		-		-	-	-	-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Special Needs		-		-		-		-	-	-	-	-
Child Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Residential Care (Group Home)		-		-		-		-	-	-	-	-
General Assistance	Total Person Served	-	-	-	-	-	-	-	-	-	-	-	-
General Assistance	Employable									-			
General Assistance	Unemployable									-			
General Assistance	# of ISPs Plans									-			
General Assistance	# of ISP Goals Completed									-			
General Assistance	Applications Approved									-			
General Assistance	Applications Disapproved									-			
Burial Assistance	Burial Assistance		-		-		-		-	-	-	-	-
Emergency Assistance	Emergency Assistance												
IIM Accounts	Services									-			
IIM Accounts	Distribution Plans Processed									-			
Service - Only	Child Protection Services									-			
Service - Only	Adult Protection Services									-			
Service - Only	Child and Family Services									-			
Service - Only	Domestic Violence Services									-			
TOTAL:		-	-	-	-	-	-	-	-	-	-	-	-

Why do we want data on the Non-Financial Assistance programs?

- Typically labor intensive Services
- The program are as important as the Financial Assistance and Social Services programs
- Programs focused on:
  - Assisting families in solving problems related to family functioning and interpersonal relationships.
  - Referrals for problems related to physical or mental disabilities, substance abuse and violation of the law
  - Protective services

Data Section of the FASSR
*Non-Financial Assistance

IIM Accounts SERVICES vs. ACTUAL PERSONS SERVED

Row 28) IIM Accounts Services

Services include case management services with outcome that are conducted on active supervised IIM accounts each quarter, for example, but not limited to: conducting a social service assessment to restrict an IIM account, updating addresses, conducting evaluations and assessments to support a distribution plan, home visits to determine who has custody of the account holder, preparing Kennerly Letters, conducting appeal hearings, and other guidance and support to the supervised account holder.

Row 29) IIM Accounts - Distribution Plans Processed

Report the actual number of distribution plans approved for payments by the Bureau Line Officer on Supervised IIM Accounts. Record all other services provided under the "Services" category. The approved distribution plans include information on the purpose, payees, amounts of payments, and frequency of payments.

In Columns B, E, H, and K, report the actual number of Distribution Plans Processed for each quarter. In Column N, report the actual number of Distribution Plans Processed for the program year.

Data Section of the FASSR
Non-Financial Assistance

Services-Only
SERVICES vs. ACTUAL PERSONS SERVED

Row 31) Child Protection Services

Services and activities necessary to protect an Indian or Alaska Native child who is the victim of an alleged and/or substantiated incident of abuse, neglect, or exploitation. These activities include assessments, phone (info & referral), activities, home visits, reports to courts, contacts made with law enforcement, court activities, investigations, request for information, working with MDT and CPTS, etc. Every 'child' not 'case'

In Columns B, E, H, and K, report the actual number of Child Protection services provided for each quarter for each Child. In Column N, report the actual number of Child Protections services provided for the program year. If you want to report the total number of cases vs. child in the Narrative Section – please do so!

Row 32) Adult Protection Services

Services and activities necessary to protect an Indian or Alaska Native adult who is the victim of an alleged and/or substantiated incident of abuse, neglect or exploitation. This would include IIM cases when abuse occurs, however IIM Activities should be counted separately under IIM Services (Column A, Row 28). Activities under this section can include preventative services, services to homeless, and services to Veterans.

In Columns B, E, H, and K, report the actual number of Adult Protection services provided for each quarter. In Column N, report the actual number of Adult Protection services provided for the program year.

Data Section of the FASSR *Non-Financial Assistance*

Services-Only SERVICES vs. ACTUAL PERSONS SERVED

Row 33) Child and Family Services

Includes the reporting of any other case activity that is not previously covered (e.g. assessments, home visits, court appearances, home studies, etc.). Note: A case may not be opened under this Service program component, unless at least an hour or more of the worker's time was spent on this activity.

In Columns B, E, H, and K, report the actual number of Child and Family Services provided for each quarter. In Column N, report the actual number of Child and Family services provided for the program year.

Row 34) Domestic Violence Services

Domestic Violence Activities and Services include for example, crisis response/ counseling, support groups, information and referral, advocacy, follow-up services, accompaniment to hospital or medical facilities, transportation and Legal and /or Court Advocacy.

In Columns B, E, H and K report the actual number of Domestic Violence related services provided each quarter. In Column N, report the actual of Domestic Violence Services provided for the program year.

Data Section of the FASSR

END OF YEAR STATUS

FY 2016		BIA Financial Assistance and Social Services Report (FASSR)											
Tribe A		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		END-OF-YEAR STATUS			
OSG - 477		ACTUAL		ACTUAL		ACTUAL		ACTUAL					
		Oct-Nov-Dec		Jan-Feb-March		April-May-June		July-Aug-Sept					
A		B	D	E	G	H	J	K	M	N	P	Q	R
Program Component		Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Actual Persons Served	Expenditures	Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit
Child Assistance	Foster Care	-	-		-		-		-	-	-	-	-
Child Assistance	Residential Care		-		-		-		-	-	-	-	-
Child Assistance	Adoption Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Guardianship Subsidy		-		-		-		-	-	-	-	-
Child Assistance	Special Needs		-		-		-		-	-	-	-	-
Child Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Homemaker Services		-		-		-		-	-	-	-	-
Adult Care Assistance	Residential Care (Group Home)		-		-		-		-	-	-	-	-
General Assistance	Total Person Served	-	-	-	-	-	-	-	-	-	-	-	-
General Assistance	Employable									-			
General Assistance	Unemployable									-			
General Assistance	# of ISPs Plans									-			
General Assistance	# of ISP Goals Completed									-			
General Assistance	Applications Approved									-			
General Assistance	Applications Disapproved									-			
Burial Assistance	Burial Assistance		-		-		-		-	-	-	-	-
Emergency Assistance	Emergency Assistance		-		-		-		-	-	-	-	-
IIM Accounts	Services									-			
IIM Accounts	Distribution Plans Processed									-			
Service - Only	Child Protection Services									-			
Service - Only	Adult Protection Services									-			
Service - Only	Child and Family Services									-			
Service - Only	Domestic Violence Services									-			
TOTAL:		-	-	-	-	-	-	-	-	-	-	-	-

Data Section of the FASSR

END OF YEAR STATUS

END-OF-YEAR STATUS			
N	P	Q	R
Total Actual Persons Served	Expenditures (Sum of All Four Quarters)	Available Amount/ Amount Allocated	Carryover or Deficit

Total Actual Persons Served (Column N)

- Auto-Populated in the Document
- Sum of Quarterly Actual Persons Served, Columns B, E, H, and K

Total Expenditures (Column P)

- **This AMOUNT = Tribe's "ACTUAL NEED" for 2017**

Important to Remember: The methodology assumes a Tribe will expend at or below what they spent in the previous operating year.

- **This AMOUNT is basis for calculating Tribe's "ESTIMATED NEED" in 2018 – which will be the basis for the 75% distribution in 2018**

- This is the greatest level of funding the Tribe can expect to receive in 2017, if a 100% distribution is made
- Column P is Auto-Populated in the Document
- Sum of Quarterly Expenditures of Financial Assistance Programs for Child Assistance, Adult Care Assistance, General Assistance, Burial Assistance and Emergency Assistance, Columns D, G, J, M
- *Note: Tribal Redesign Plans will report "Set Amount for General Assistance," regardless of "Actual" Expenditures

Available Amount/ Amount Allocated (Column Q)

- Sum of Total 2016 Funding Received from the BIA **plus** any carryover from 2015 into 2016 (including carryover funding from previous funding years earlier than 2015), as reported in **Column R on 2015 FASSR**

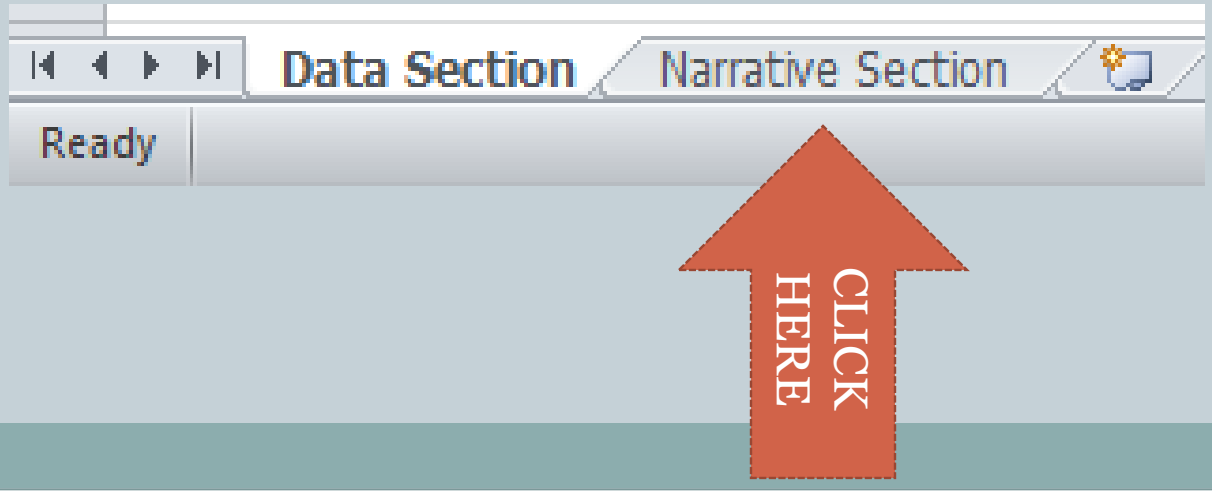
Carryover or Deficit (Column R)

- Auto-Populated in the Document
- If a negative number, represents a deficit the Tribe experienced in 2016 (Shortfall)
- If a positive number, represents available funding for the Tribe to spend in 2017 (Carryover)

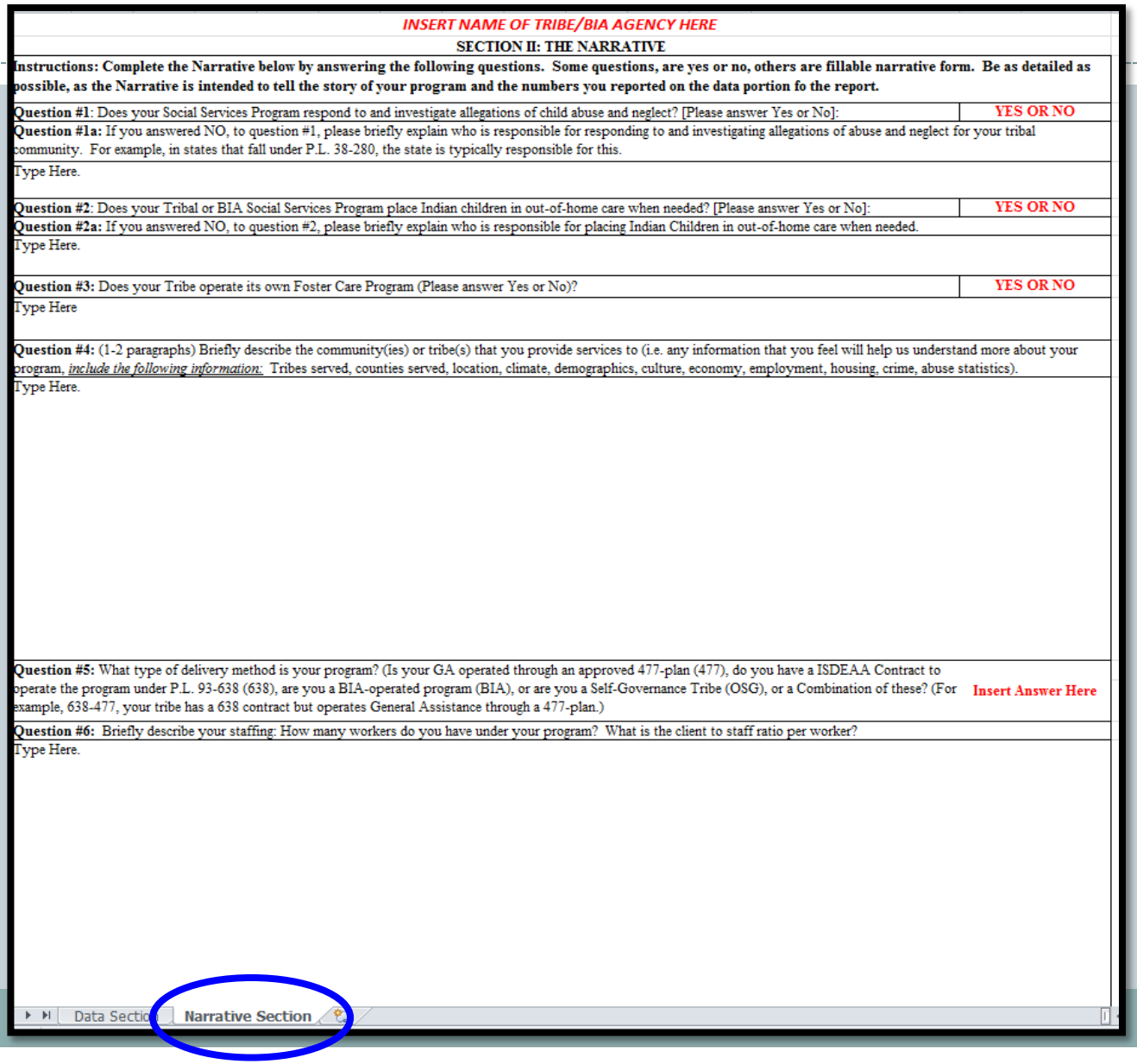
Narrative Section of the FASSR

- The FASSR is separated into two section - in the Excel Spreadsheet – each are a Worksheet– see diagram below.
- To open the Narrative Section, click on "Narrative Section" Tab at the bottom of the FASSR
- **Design:** Both sections of the report – the DATA section and NARRATIVE section **must both be submitted** in order for the report to be considered "complete." *Both sections are dependent upon the other*.

Click on the Narrative Tab to open the Narrative Section of the Form



Narrative Section of the FASSR



INSERT NAME OF TRIBE/BIA AGENCY HERE

SECTION II: THE NARRATIVE

Instructions: Complete the Narrative below by answering the following questions. Some questions, are yes or no, others are fillable narrative form. Be as detailed as possible, as the Narrative is intended to tell the story of your program and the numbers you reported on the data portion fo the report.

Question #1: Does your Social Services Program respond to and investigate allegations of child abuse and neglect? [Please answer Yes or No]:	YES OR NO
Question #1a: If you answered NO, to question #1, please briefly explain who is responsible for responding to and investigating allegations of abuse and neglect for your tribal community. For example, in states that fall under P.L. 38-280, the state is typically responsible for this.	
Type Here.	
Question #2: Does your Tribal or BIA Social Services Program place Indian children in out-of-home care when needed? [Please answer Yes or No]:	YES OR NO
Question #2a: If you answered NO, to question #2, please briefly explain who is responsible for placing Indian Children in out-of-home care when needed.	
Type Here.	
Question #3: Does your Tribe operate its own Foster Care Program (Please answer Yes or No)?	YES OR NO
Type Here	
Question #4: (1-2 paragraphs) Briefly describe the community(ies) or tribe(s) that you provide services to (i.e. any information that you feel will help us understand more about your program, *include the following information:* Tribes served, counties served, location, climate, demographics, culture, economy, employment, housing, crime, abuse statistics).	
Type Here.	
Question #5: What type of delivery method is your program? (Is your GA operated through an approved 477-plan (477), do you have a ISDEAA Contract to operate the program under P.L. 93-638 (638), are you a BIA-operated program (BIA), or are you a Self-Governance Tribe (OSG), or a Combination of these? (For example, 638-477, your tribe has a 638 contract but operates General Assistance through a 477-plan.)	Insert Answer Here
Question #6: Briefly describe your staffing: How many workers do you have under your program? What is the client to staff ratio per worker?	
Type Here.	

Data Sectio | Narrative Section

Narrative Section of the FASSR

Type the Name of your Tribe or Program

**Should match what you types in Data Section*

	FY	2016
Tribe A		FIRST QUARTER
		ACTUAL/PROJECTED
638 OSG BIA 477		Month-Month-Month
A	B	D
Program Component	Actual Persons Served	Expenditures

TRIBE A

SECTION II: THE NARRATIVE

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he story of your program and the numbers you reported on the data portion fo the rep

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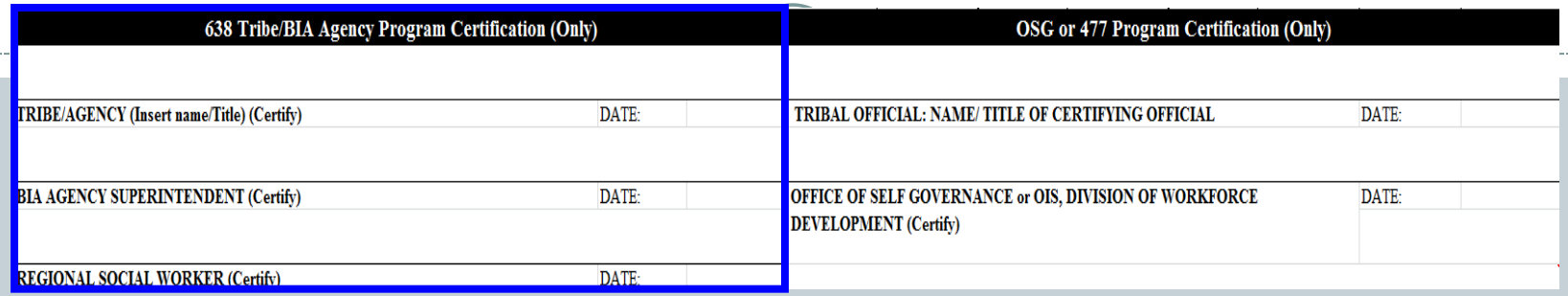
Narrative Section of the FASSR

- There are a total of 8 Separate Questions in the Narrative
- The Narrative connects the Data to the Story
- The more information we have the better we understand your program
- If there isn't a enough room, attach a separate document
- Tell us Best Practices, Success Stories, Case load data, Statistical Information – all information is helpful in better understanding your tribal community and program
- This information helps guide the Human Services Budgetary process

Submitting & Certifying the Report



638 Tribe/BIA Agency Program Certification (Only)			OSG or 477 Program Certification (Only)		
TRIBE/AGENCY (Insert name/Title) (Certify)	DATE:		TRIBAL OFFICIAL: NAME/ TITLE OF CERTIFYING OFFICIAL	DATE:	
BIA AGENCY SUPERINTENDENT (Certify)	DATE:		OFFICE OF SELF GOVERNANCE or OIS, DIVISION OF WORKFORCE DEVELOPMENT (Certify)	DATE:	
REGIONAL SOCIAL WORKER (Certify)	DATE:				

Tribe/BIA Agency Program Certification (Only):

- Tribes who operate the Financial Assistance and Social Services Program through a 638 Contract or BIA Agency are to certify in this section.
- *Tribe/Agency:* The person that prepared the report and narrative.
- *Agency Superintendent:* The BIA Agency Superintendent for your program. (Not all Tribes submit through an Agency)
- *Regional Social Worker:* The federal certifier for the report.
- BIA Agencies and P.L. 93-638 Tribes
- Submit Certified Report to the Regional Social Worker

Submitting & Certifying the Report

638 Tribe/BIA Agency Program Certification (Only)		OSG or 477 Program Certification (Only)	
TRIBE/AGENCY (Insert name/Title) (Certify)	DATE:	TRIBAL OFFICIAL: NAME/ TITLE OF CERTIFYING OFFICIAL	DATE:
BIA AGENCY SUPERINTENDENT (Certify)	DATE:	OFFICE OF SELF GOVERNANCE or OIS, DIVISION OF WORKFORCE DEVELOPMENT (Certify)	DATE:
REGIONAL SOCIAL WORKER (Certify)	DATE:		

OSG or OIS-DWD (477) Program Certification (Only):

- This section is for those Tribes that operated under a self-governance funding agreement or Operate the General Assistance program through an approved P.L. 102-477 program, are to complete this section.
- *Tribe:* The person that will certify the report on behalf of the tribal program.
- *Office of Self Governance/OIS-Division of Workforce Development:* Is the federal certifier for the report.
- Submit your Report to either OSG or DWD-477 Program.

How do incomplete FASSRs affect the clients we serve?

- The BIA will not have the data/information it needs to justify the Welfare Assistance program to decision makers; and this could impact the level of funding the BIA receives in future funding years- it may lead to a decrease in Welfare Assistance funding.
- The BIA cannot make a fair & equitable distribution. This delays the distribution of funds- which directly impacts those served by the program.
  - Without funding Tribal and Agency programs may have to shut-down their program or stop taking applications.
  - The recipients are ultimately the ones most affected.
- No Report = No Funding = Shutdown of Services

What is the Process for the Submission & Certification of the FASSRs?

Tribe and BIA Agency

- Step 1: Prepare Initial FASSR
- Step 2: Submit FASSR to Regional/OSG/477-Office
- Due Date FY Tribes/Agencies: **January 31, 2017**
- Due Date CY Tribes: **January 31, 2017**

Regional/OSG/477 Office

- Step 3: Review FASSR & Work with Tribe/Agency for Accuracy & Completeness
- Step 4: Submit FASSRs to Central Office, Division of Human Services
- Due Date to Submit FY Reports: **March 3, 2017**
- Due Date to Submit CY Reports: **March 3, 2017**

Central Office, Division of Human Services

- Step 5: Review FASSRs by Region, Office, and Program- Work with Regions for Accuracy & Completeness
- Step 6: Transfer Data from FASSRs VERBATIM to Welfare Assistance Distribution Spreadsheet
- Step 7: Prepare Funding Document to Budget for the Distribution of Welfare Assistance

ANY QUESTIONS???